

**5 FEBRUARY 2002**



**Supply**

**PRECIOUS METALS RECOVERY PROGRAM  
(PMRP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://afpubs.hq.af.mil>.

---

OPR: 8 SUPS/LGSCMOD  
(TSgt. William Turner)

Certified by: 8 LG/CC (Colonel Timothy D. Bair)  
Pages: 6  
Distribution: F

---

This instruction implements AFD 23-1, *Requirements and Stockage of Materiel*. This instruction outlines procedures applicable to the Precious Metals Recovery Program (PMRP). It applies to all activities generating precious metals, 8th Fighter Wing, Kunsan Air Base, Korea.

**1. General.**

1.1. This instruction consolidates and simplifies pertinent data contained in AFMAN 23-110, Volume 6, Chapter 4, *USAF Supply Manual*; AFI 31-101 *The Air Force Installation Security Program*; and DOD Manual 4160.21-M, Chapter 11, *Defence Material Disposition Manual*.

1.2. All activities that use precious metals-bearing materiel or generate precious metals-bearing residue must appoint a primary and alternate monitor to manage the unit's program. All medical, dental, audiovisual/photographic, and maintenance functions are primarily affected. Special attention and emphasis must be placed on the recovery of scrap and residual materiel in the following categories:

- 1.2.1. Photographic chemicals and film.
- 1.2.2. Platinum-tipped spark plugs.
- 1.2.3. Magneto points/assemblies.
- 1.2.4. Communication-electronic and electronic scrap.
- 1.2.5. Silver-zinc and mercury batteries.
- 1.2.6. Brazing rods/materiel.
- 1.2.7. Sunglass frames, distinctive buttons, medals/decorations, trophies, and relics.
- 1.2.8. X-ray and dental scrap.

1.2.9. Items with expendability, recoverability, reparability category designators of “XF3” code “P” and “XB3” code ”N” are not throw away items.

## 2. Responsibilities:

2.1. The 8th Fighter Wing Commander will appoint the 8th Supply Squadron, Combat Operations Support Flight (8 SUPS/LGSC), Materiel Storage and Distribution Element NCOIC (8 SUPS/LGSCD) as the 8 FW Precious Metals Recovery Program (PMRP) Monitor.

2.2. All activities involved in the PMRP are required to maintain a current copy of the applicable publication. There will be no exceptions to this requirement.

2.3. The 8 FW PMRP Monitor is responsible for the following:

2.3.1. Maintain a list of each organization’s PMRP monitor’s/alternate’s name, phone number, location, type of recovery equipment, precious metals generated, and precious metals used.

2.3.2. Ensure activities receiving, issuing, and using fine precious metals items having a high content of precious metals that are assigned Controlled Item Code (CIC) “R” (fine precious metals/high contents of precious metals) appoint an individual in writing to receipt for and issue these items. Additionally, the PMRP Monitor will develop and process a local computer program to produce a quarterly listing identifying those National Stock Numbers (NSN) against which a Precious Metal Indicator Code (PMIC) requiring monitoring is assigned. Distribute a copy of the list to each agency identified as producing Precious Metals (PM) with a cover letter, to be indorsed by the receiving agency and returned to the 8 FW PMRP monitor within 14 days. This letter will be filed in a PMRP jacket file.

2.3.3. Ensure each activity having electrolytic recovery units and/or silver recovery cartridge(s) appoints an individual to harvest the silver flake or sludge from the unit and/or change cartridge(s). Also ensure a disinterested party witness the harvesting and also weighs the flake or sludge and signs the turn-in documentation.

2.3.4. Ensure each activity involved in the PMRP initiates and maintains a self-inspection program to include, as a minimum, periodic testing of hypo solution draining from electrolytic/cartridge units. This ensures they are operating properly and compliant with receipt, issue, and turn in requirements.

2.3.5. Prepare a visit schedule for each participating activity at least once every 12 months to review operations, documentation, and adherence to overall program requirements. Conduct training on a quarterly or as-required basis. Perform, as a minimum, one no-notice inspection in each participating unit semi-annually. Prepare and maintain reports of findings. Ensure corrective action is taken by using activities on identified discrepancies and maintain file copies for two years in a PM jacket file.

2.3.6. Ensure any activity having items laboratory tested for presence of PM provides the results, whether positive or negative, to the Integrated Materiel Manager (IMM) of the NSN for assignment of the appropriate PMIC in the federal cataloguing system.

2.3.7. Apprise the servicing Defense Reutilization and Marketing Office (DRMO) concerning segregation of precious metal-bearing scrap, or the need for scrap containers.

2.3.8. Ensure activities receiving, issuing, and handling precious metal-bearing materiel assigned CIC "R" maintain auditable records, and the records and quantities of materiel on hand are audited by disinterested personnel (person not involved in the use or recovery of precious metals). This should be done periodically, but no less than twice per calendar year.

2.3.9. Issue off-line DRMO document numbers to PM monitors and maintain a log with NSN, document number, unit of issue, quantity, demilitarization code, and PM monitor's name.

2.4. Each agency generating PM Monitor will:

2.4.1. Appoint, in writing, a primary and alternate PMRP Monitor to the 8 SUPS/LGSCD. The letter will include Rank, Name, DEROS, Building, Duty Phone, Office Symbol, and, as applicable; type of recovery equipment used; type of precious metal scrap generated; and the type of fine and high precious metals content used such as anodes, brazing, and solder which have Controlled Item Code (CIC) "R" assigned.

2.4.2. Be responsible for harvesting precious metals and subsequent turn-in to the 8th Transportation Squadron, Traffic Management Flight (8 TRANS/LGTT) for transfer to DRMO.

2.4.3. Maintain a jacket file accounting system to include:

2.4.3.1. TAB A:

2.4.3.1.1. Current letter assigning primary and alternate PMRP Monitors.

2.4.3.1.2. Copy of letter appointing individual to harvest silver flake or sludge.

2.4.3.1.3. Copy of letter appointing individual as disinterested party not involved in the PMRP to witness the harvesting and cartridge removal, and to sign the documents certifying the weight.

2.4.3.2. TAB B:

2.4.3.2.1. 8 FWI 23-101.

2.4.3.2.2. AFMAN 23-110, Volume 6, Chapter 4.

2.4.3.2.3. DODM 4160.21-M, Chap 11

2.4.3.2.4. AFI 31-101.

2.4.3.2.5. Precious Metals Listing.

**NOTE:** If publications are not contained in this TAB, establish an Optional Form 21, *Cross-Reference*, identifying location of publication. (**EXCEPTION:** 8 FWI 23-101 must be filed in this TAB).

2.4.3.3. TAB C:

2.4.3.3.1. Results of semi-annual survey and no-notice review conducted by the installation PMRP manager.

2.4.3.3.2. Results of resource protection surveys or self-inspections conducted along with corrective actions, as required.

2.4.3.4. TAB D:

2.4.3.4.1. Letter submitted to the installation PMRP Manager of all materiel turned in during each quarter not later than the 15th day of the last month of each quarter.

2.4.3.5. TAB E:

2.4.3.5.1. Messages and information pertaining to PMRP.

2.4.3.5.2. AF Form 1297, *Temporary Issue Receipt*, for recovery equipment.

2.4.3.5.3. All letters pertaining to recovery equipment on hand.

2.4.3.5.4. Test results from silver estimating strips.

2.4.3.6. TAB F:

2.4.3.6.1. Local control number log.

2.4.3.6.2. AF Form 1297 for all CIC "R" materiel transferred.

2.4.3.6.3. DD Form 1348-1A, *Issue Release/Receipt Document*, for all materiel transferred.

2.4.3.7. TAB G: Standard Waste and Scrap Classification (SCL) code list /PMIC Codes.

2.4.4. Provide a secure storage area for all PM-bearing materiel at all times until transferred to 8 TRANS/LGTT. The PM materiel will be maintained under lock and key when not under constant surveillance of a responsible person.

2.4.5. Maintain and properly secure any Electrolytic Recovery Unit (ERU) issued by the Defense Property Disposal Region Korea.

2.4.6. Appoint in writing an individual:

2.4.6.1. Other than the monitor or alternate to receipt for, issue, and turn-in to the DRMO line PM and PM-bearing items assigned control item code "R".

2.4.6.2. To harvest the silver flake and sludge from electrolytic units and to remove and replace recovery cartridges.

2.4.6.3. Not involved in the PMRP to witness the harvesting and cartridge removal, and to certify the weight.

2.4.6.4. In areas of operation such as plating, grinding, boring, and stripping--to receipt for, issue, and turn-in fine precious metals-bearing items assigned controlled item code "R".

2.4.7. Submit a letter to the installation PMRP Monitor for all PM turned in each quarter. This will be done no later than the 15th day of the last month of each quarter.

2.4.8. Include the PMRP in your self-inspection program. As a minimum, include AFI 31-101 requirements; periodic testing of hypo solution draining from electrolytic cartridge units to ensure units are operating properly, if applicable; and compliance with receipt, issue, and turn-in requirements.

2.4.8.1. Turn-in of PM materiel must be scheduled with the installation PMRP Monitor. All PM materiel must be weighed by the unit prior to turn-in.

2.4.9. If both primary and alternate PMRP monitors are either TDY, on leave, or sick at the same time for more than one week, a second alternate will be assigned and the installation PMRP manager notified.

2.4.10. All generating activities:

2.4.10.1. The PMRP monitor must brief all personnel on the PMRP and its procedures. As a minimum, cover the procedures identifying PM and the turn-in of PM to the unit's PMRP monitor.

2.4.10.2. Ensure preventive maintenance on silver recovery units is completed.

2.4.10.2.1. Day-to-day adjustments.

2.4.10.2.2. Cleaning.

2.4.10.2.3. Replacement of fuses, gaskets, and hoses.

2.4.10.2.4. Perform weekly tests of the electrolytic silver recovery unit and silver recovery cartridge with silver estimating strips. The test results and who performed the test will be annotated and filed in TAB E of the PMRP jacket file. Results of the reading cannot be higher than 1.75. If so, the unit must be cleaned or changed immediately.

2.4.10.2.5. Any action which can be performed as a safeguard against excessive equipment downtime.

2.4.10.2.6. Establish a system to identify how much fixer has gone through the electrolytic or silver recovery cartridge unit. The unit will maintain a log of this quantity.

2.4.11. Prepare AF Form 1297 and DD Form 1348-1A, Part Two, for all materiel received. The DD Form 1348-1A will contain the following: (AFMAN 23-110, Vol 6, Chap 4, para 9).

2.4.11.1. Retention Quantity and Unit of Issue.

2.4.11.2. Document Number (assigned from the inspection log).

2.4.11.3. Name and grade of the Installation Manager.

2.4.11.4. Nomenclature.

2.4.11.5. Person who turned in materiel.

2.4.11.6. Demilitarization code.

2.4.11.7. Condition code.

2.4.11.8. SCL/PMIC code.

2.4.11.9. Base PMRP Monitor's name.

2.4.11.10. Reclamation code.

2.4.11.11. Automatic Data Processing Equipment Code (ADPEC).

2.4.11.12. Unit cost.

2.4.11.13. Silver flake or silver sludge indicated as wet or dry.

2.4.11.14. Total cost will be left blank.

2.4.12. Be familiar with the contents of this instruction, and AFMAN 23-110, Volume 6, Chap 4; DOD Manual 4160.21 and AFI 31-101.

BURTON M. FIELD, Col, USAF  
Commander